District Assessment Coordinators:

Please see the following information on the availability of new DAC training module, DAC monthly webinar, and the Smarter Formative Digital Library preview.

DAC Monthly Webinar

An archived version of the September 15 DAC Monthly Webinar is available in the DPI – Office of Student Assessment (OSA) webpage http://oea.dpi.wi.gov/assessment/trainings. This webinar includes high level updates to the district assessment coordinators (DACs) and other school and district staff on ACT Aspire, DLM, and PALS from the OSA Team. More information on other assessments will be covered in future monthly webinars.

New DAC Orientation Module

A module on New DAC orientation is available at the DPI – OSA webpage http://oea.dpi.wi.gov/assessment/dacnew. The purpose of this training is to familiarize new DACs with statewide assessment responsibilities and also for any DAC who may need information in this area. This module will serve as a road map to key information and resources such as Trainings, Calendars, Resources, Accommodations & Accessibility information, Technology Requirements, Practice tests and Sample Items, and Frequently Asked Questions, etc.

Registering Users for the Smarter Balanced Digital Library

Smarter Formative Digital Library preview is currently available. We recommend that you use Smarter Balanced preview period registration system to create formative assessment Digital Library accounts for teachers and staff in your district prior to **October 1**.

- ◼ Background

Smarter Balanced is a balanced assessment system, consisting of summative, interim, and formative components. The Digital Library focuses on the formative assessment process and provides resources that teachers can incorporate into their teaching to gather real-time feedback on how well students are learning and make appropriate instructional adjustments. The library also contains professional learning resources to help teachers learn how to employ effective formative assessment practices. The Smarter Balanced Digital Library is now open for a preview period that is scheduled to run through September 30. A limited number of educators are participating in the preview period to help test and improve the library.

We expected school districts to be able to register teachers and staff on a broader scale for access to the Digital Library starting in October. However, the delivery of the registration system for that process has been delayed, meaning that it may not be possible to give teachers and staff access until sometime in

November. For that reason, we want to encourage school districts to establish Digital Library user accounts for teachers and staff now, before the preview period ends on October 1, using the preview period registration system. The Smarter Balanced Digital Library is **only for use by school and school district employees.**

Individuals who get user accounts by September 30 will continue to have access to the Digital Library after the preview period closes. Other individuals will not be able to use the Digital Library until Smarter Balanced full registration system is ready.

- ◼ Considerations for districts to take into account

1. User accounts created through the temporary registration system will not have to be recreated when the full registration system becomes available. However, the full registration system will require the district to upload additional fields of data for existing users. For example, the preview period registration system does not collect the names of a user's school and school district, but these fields will be required once the full system is in place.

2. Districts are free to register as few or as many teachers and staff during the preview period as they wish. The extent to which districts register teachers and staff now will not affect or restrict whom they can register later through the full registration system. While there is no requirement to take advantage of this opportunity, we recommend that you register as many teachers and staff as you can.

3. Earlier our limited Digital Library preview involved a relatively small number of teachers and staff. Also, a few dozen educators around the state served on Wisconsin's Digital Library State Network of Educators and helped build the Digital Library by contributing and reviewing resources. These individuals already have user accounts. You may have one or more of them in your district, but this should have no effect on your registration plans. These individuals will retain their accounts whether or not you include them on your registration lists, and there is no danger of interfering with their accounts by including or not including them.

4. Districts do not need to inform DPI about their registration decisions or activities. We will provide technical support in case you have difficulty with the registration process.

- ◼ The registration process in brief

The *Smarter Balanced User Provisioning Manual* ("provisioning" refers to making services available to users) spells out the process in detail. The manual has more detail than most technical staff would need, and enough detail to enable any avid computer user to master the process. The process involves creating and uploading data files. It is not complex, but like any computing task, it calls for strict adherence to the rules that are given.

The only fields of information that are needed now for each user for whom an account is to be created are first and last names, a valid school or district e-mail address, and a telephone number. These data need to be saved in a CSV (comma-separated-values text) file and uploaded via Secure FTP. The registration system enables the person serving as "registrar" to create and delete user accounts.

- Steps to take

1. Obtain a basic familiarity with the Digital Library and its focus on the formative assessment process by going to DPI's [Digital Library preview period Google Site](#).

2. Browse the attached *User Provisioning Manual* to understand the registration process. A companion [video guide](#) will be posted.

3. Assign a point person in your district for creating and maintaining user accounts.

4. Create user accounts by creating and uploading data files, as detailed in the *User Provisioning Manual* and companion [video guide](#).

Questions: If you have any questions about registration or the provisioning process, contact one of the individuals listed on the [provisioning page on DPI's Digital Library preview period Google Site](#).

Thanks.

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